

## SCR 90259 - Configure a Person Checklist

<b>Application/Module</b>	EmpowHR 9.0	<b>Test Script Author</b>	James Johnson	
<b>Test Phase</b>	QA - Release 3 / Build 2	<b>Test Type</b>	Initial / Retest	
<b>Function</b>	90259 - Person Model	<b>Test Executed By</b>		
<b>Test Case Description</b>	Configure Person Checklist	<b>Execution Date(s)</b>		
<b>Data Prerequisite</b>		<b>Test Script Execution Status</b>	Pass / Fail	
<b>Test Step #</b>	<b>Test Step Description</b>	<b>Expected Results</b>	<b>Pass/Fail</b>	<b>Comments</b>
1	Log in as User Id = xxxxxx Password = xxxxxx	Login is successful and EmpowHR home page displays with menu navigation on left.		
2	Navigate to: Workforce Administration > Personal Information > Organizational Relationships > Person Checklist	The 'Person Checklist' page appears		
3	Enter Checklist Date: Current Date Checklist: K00006	The "Checklist History Items" appear in the Initiated status.		
5	<b>Change the Checklist Status:</b> <u>Sequence 1</u> - Proof of valid SIN/SSN Number : <b>Completed</b> <u>Sequence 5</u> - Application Form Filled out: <b>Completed</b> <u>Sequence 10</u> - Resume on hand: <b>Received</b> <u>Sequence 2</u> - Interview testing set up: <b>Initiated</b> <u>Sequence 3</u> - Reference contacted: <b>Initiated</b> <u>Sequence 6</u> - Verify employment history: <b>Received</b> <u>Sequence 7</u> - Proof of Education: <b>Initiated</b> <u>Sequence 9</u> - Licence/Certification verified: <b>Initiated</b> <u>Sequence 8</u> - Offer Letter generated: <b>Initiated</b> <u>Sequence 11</u> - Acceptance received: <b>Initiated</b> <u>Sequence 12</u> - Start Date confirmed: <b>Initiated</b>	Data is accepted.		
6	Click 'Save'.	The page is saved.		